880315-01 INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division 3. Dept., Division, Sulxiivision & Administering Office Address FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MARTA DIVISION OF MANAGEMENT INFORMATION SYSTEMS MAR 28 1988 MAR 1 5 1988 DATA PROCESSING OPERATIONS BRANCH 1. Apolication 2. Dept. Application No. 2424 PIEDMONT RD. ATLANTA, GEORGIA 30324 5. Working Title 4. Person to Contact 6. Telephone Number Manager of D.P. Operations 848-4558 William Petty 7. Action Requested a. [] Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation: no further accumulation anticipated. 81-75 🔔 Check One: 🔯 Change; 🔲 Supercede; 🔲 Void c. Amend Application No. .. 9. Records Series Title (followed by title used in office; if different) 8. Dates of Series Earliest Latest Present Computer Job Control Language (JCL) Listing What is the function of the Division and the Office in which this record series is created? 10. Division and Office Function The Division of Management Information Systems is responsible for system development and operation of the Authority's management information, planning, control, and related systems. The Division is also responsible for providing computer processing and related support services, management analyses, records management, and forms management. This includes advice on effective systems and computer applications, the design, administration, and maintenance of effective information, planning, and control systems, providing guidance and advice to management; and recommending, as necessary, the use of automated equipment in the Authority. This file contains the following documents (include form numbers and titles, if any): 11. Record Series Description Attach samples of the file. Computer output of an interfacing language between the computer Documents relating to: programs and the computer. Condition error codes, data descriptions and program steps to Included are: execute production jobs. File is arranged: Chronologically by day, thereunder by title of system. 12. Monthly Reference Rate How often are records referred to which are: One to six months old \_ . ; Seven to twelve months old. ; Thirteen to twenty-four months old. twenty-five months and older

. ; Shelves

: Other (specify)

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Letter-size drawers

13. Annual Rate of Accumulation of Records

YES	NO	14. Questionnaire (Place an "X" in the proper column)						
Х		a. Is this the official copy of the series?						
Λ		If not, where is it?						
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
	Λ							
	X	c. Is this a vital record?	(					
X		d. Doos this sinus have historic						
Х		e. When one is two document	s in the file make it necessity.	to kin	p the entire life for a long period, could	these documents	læ:	
		scheduled separately?	i .			·		
	Х	f. Is the information contained	d in this series ever published?	if yes	attach copy.	·		
		g. Is the information contained	d in this series ever analyzed a	nd/or i	ecorded in a summarized report?			
	X	If yes, attach copy.						
		h. Is there a duplication of the	s series in your office, or in an	other (	office or agency?			
	X	If yes, where?			·			
	Х	i. Is this series (or e major por	tion of it) regularly microfilm	ed?			,	
X		j. Does the record series result	t in a computer printout?					
15.	Retent	on Requirements	The following require	s the s	eries to be kept:			
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	a. Stat	e Law	years.	d.	Audit period	2	years.	
	b. Stat	ute of limitation	years.	e.	Administrative need	3 months	_ years.	
	c. Fed	eral law	years.	f.	Federal retention instructions		years.	
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	Attach	copy or excert of laws or regulations.	Explain administrative need.		the state of the s			
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An	or gyed	Records Management Analyst	Date /	AD	proved MARTA Management Adviso		Date	
_	J. 0	Lenee Willes	2/19/88	۔ آ			<i>⊒-</i>	
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SIGNATURE SHEET
In lieu of Signature Space
on the application form

MARTA

DIVISION OF MANAGEMENT INFORMATION SYSTEMS DATA PROCESSING OPERATIONS BRANCH

Control # 880315-01 AMENDS # 81-75

Series Title: Computer Job Control Language (JCL) Listing

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

State Records Committee (Signature)

State Records Committee (Signature)

3-18-88

Secretary of State/Designee

Attorney General/Designee

4657-39

## APPLICATION FOR RECORDS DISPOSITION STANDARD

	1 Substivision &	Administering Office Add	dress		FOR RECORDS M	ANAGEM	ENT DIVISIO	N USE	
MARTA	Date Received Application No. Date Completed								
	OF MANAGEN	;	1-27-81	81-75 FE		EB 21	B 2 1981		
DATA PROCESSING OPERATIONS BRANCH 401 WEST PEACHTREE STREET, N.E.					1. Application		2. Dept. Application No.		
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4. Person to Cont WILLIAM P				5. Working	Title ERATIONS SUPI	FDVTSOI		ephone Numi 5261	ber
WILLIAM F	ELLI Pad			D.F. OL	ERALIONS SOLI	ZKA 1901	<u>x 1 200</u>	-J201	
a. [] Establis	neu h Retention Schi	dule; record will continu	ue to accumulate.						
b. Dispose	of present accum	nulation; no further accu	imulation anticipati		• .				
c. 🔯 Amend	Application No.	78-4				; 🛭 Void			
8. Dates of Series		9. Records Series Title	e (followed by title	used in office,	; if different)				
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17. /	A DDD A		care overly rationale for recommenda	tions above/or write additional remarks):	
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ADD		Department Head/Designed	Day / St	Approved Department of Archives as	nd History Date
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App	OVE	Records Management Analys	Date	Approved MARTA Management Adv	isory Committee Date
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